

Minutes of Regular Meeting of the Marin County Law Library Board of Trustees

Tuesday, April 19, 2022, at 5:15 p.m.
By Remote Connection

Present: Kristine Fowler Cirby, Tracy Barrett, Denise Bashline, Donald Drummond, Walter Cook, Jr., and Stephen Richards, Ex Officio-Secretary
Also Present: Bill Hale, Alex Johnson

President Kristine Cirby called the meeting to order and thereafter presided.

1. Consent Calendar

1.1 Determination of May Meeting to be held in person or remotely (Government Code section 54953(e)).

1.2 April 2022 Warrants

1.3 Approval for March Meeting Minutes

T.B. moved to approve the Consent Calendar as presented (documents were attached to agenda packet); Motion Adopted: 5 Ayes, 0 Noes, 0 Abstentions.

2. Open Time for Public Expression – None at this time.

3. Financial Report

3.1 Income Statement Sheet – A written statement sheet was attached to the agenda packet and received at the meeting.

3.2 Actuals (Income and Expenses) – April 2022 – An actuals statement sheet was attached to the agenda packet and received at the meeting. Correction made regarding donation amount noted.

4. Librarian's Report - A written report was attached to the agenda packet and received at the meeting.

5. Committee Reports

5.1 Civic Engagement – Presentations are still going on monthly. One group dropped out and was replaced by Matrix Parent Network and Resource Center.

5.2 Personnel Committee – Discussion regarding advertisement and listing of advertisement for assistant position.

6. Old Business

6.1 **Discussion and Action Item:** Discussion re Community Service Programs During Transition to New Director.

Discussion regarding small amount of funding for food was proposed for volunteers at Lawyers in the Library Program. D.B. made motion for \$250.00. Motion Adopted: 5 Ayes, 0 Noes, 0 Abstentions.

6.2 **Discussion and Action Item:** Discussion re Hiring positions

Discussion regarding possible candidates being interviewed in May for assistant positions.

6.3 **Discussion and Action Item:** Discussion re Appointments to Board

Discussion regarding waiting for background check to new appointment to the board.

7. New Business

7.1 **Discussion and Approval:** Appointment of Director – Stephen Richards

D.B. made motion to appoint Stephen Richards as director for the law library. Motion Adopted: 5 Ayes, 0 Noes, 0 Abstentions.

7.2 **Discussion and Action Item:** Discussion regarding the budget for financial year 2022-2023.

Concern was brought up about reported deficit. The budget, however, did not take into account the additional state funding that is to occur in 2022-2023, which could clear up deficit.

Discussion occurred about possible grant sources for the upcoming year.

Discussion occurred about approving budget with added state funding and possibly modifying it at June meeting, if need be.

K.C. made motion to approve budget with changes regarding grants and additional state funding. Note was also taken to correct employee data calculations. Motion Adopted: 5 Ayes, 0 Noes, 0 Abstentions.

8. Board Members' Suggestions for Next Month's Agenda

- Information Regarding becoming a U.S. Passport Acceptance Agency.

9. Adjournment

All relevant business having come before the board, K.C. moved to adjourn the meeting. Motion adopted with 5 Ayes, 0 Noes and 0 Abstentions. The meeting was adjourned at 6:45 P.M. The next board meeting will be held on Tuesday, May 17, 2022, at 5:15 p.m.

Respectfully submitted,



Kristine Fowler Cirby, Esq.
President, Board of Trustees



[Stephen Richards \(Jun 2, 2022 09:42 PDT\)](#)

Stephen Richards, Ex-Officio
Secretary









4.15.22 Regular Bd Mtg Minutes - Final

Final Audit Report

2022-06-02

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